

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Old School, Addingham** on **Wednesday 17 July 2019** at **7:00pm**, for the purpose of transacting the business set out on the Agenda below.

Members of the press and public are invited to attend and may address the Council at the invitation of the Chairman.

**Jane Markham MA, ACIS, PSLCC**  
**Clerk to Addingham Parish Council**  
**11 July 2019**

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## AGENDA

### 1. Apologies for Absence

To receive apologies and approve reasons for absence as notified by Members.

### 2. Disclosures of Interest

To receive any declarations of interests (not already entered in the Members' Register of Interests), to record any disclosures of interests (previously registered or not), including the nature of any such interests, which may be relevant to matters to be considered at the meeting, and to consider any written requests for dispensation as appropriate.

*Note: A listing of members' interests relevant to the business of the meeting, if any, will be reported at the outset of the meeting and will be recorded in the Minutes. Members are asked to check the Code of Conduct (available on website) to confirm their responsibilities. Members with interests defined in Appendix A of the Code (financial interests) must withdraw from the meeting during discussion of the item(s) in which they have an interest, unless a dispensation has been granted. Forms to apply for a dispensation, if necessary, will be available from the Clerk. Members without a dispensation may only remain in the meeting and take part in the discussion (but not vote on the matter) where their interests are personal interests as defined in Appendix B of the Code.*

### 3. Public Consultation and Question Time, including Police Matters

- 1) To receive an update on police matters
- 2) To receive questions/comments from the public on:
  - any matter which is listed for discussion on the Agenda, and
  - any other matter of public interest which is within the responsibilities of the Parish Council, and
  - to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public

### 4. Minutes and Progress Report on Matters Arising

**(Copy of draft minutes circulated to Members and available on Council website)**

To confirm the Minutes of the Meeting held on 19 June 2019 as a true and correct record; to receive, for information, the report of the Chairman and Clerk on any matters arising; and to consider and decide further action where necessary on the following ongoing matters:

- Pavilion and Scout Hut – to receive an update on proposals for an agreement with the Scouts for the costs of services to the leased premises
- Allotments and Nature Reserve – to receive an update and any further proposals from Cllrs Tennant and Smith
- Sugar Hill toilets – to receive an update from the Clerk on proposals for minor repairs
- Public benches – to receive an update from Cllr Tennant **(survey report attached)**
- Petanque court – to receive an update from the Chairman
- Environment Group – to receive any further information on arrangements agreed with the Group for maintenance of Council-owned land

### 5. Planning Applications

To consider the following planning applications:

- 1) 19/02889/HOU 7 St Ian's Croft Single storey rear extension

(Papers available on the BMDC website at [www.bradford.gov.uk/bmdc/the\\_environment/planning\\_service](http://www.bradford.gov.uk/bmdc/the_environment/planning_service))

*Note: Any additional applications received after publication of the agenda but at least 3 clear days before the meeting will be sent out to follow and will be considered at the meeting.*

### 6. Property & Maintenance

- 1) To receive an update on any outstanding maintenance issues and decide any action as necessary
- 2) To receive the report of the Lengthsman, if present, and reports on any other maintenance matters, and decide any additional action as necessary

### 7. Old School Capital Project and Library Accommodation

To receive a report from the Clerk, including an update on equipment, furnishings and signage **(plan for proposed locations for tourist signs attached)** for the building, and decide any action as necessary

### 8. Hub Project

To receive a report on recent developments concerning the Hub Project, receive an update from the Clerk as regards usage of the facility to date, determine policy guidelines for ongoing and future usage, and decide any other action as necessary

## 9. Neighbourhood Plan

To receive a copy of the Examiner's report, consider proposals for publicising recent developments and decide any action as necessary, including the authorisation of funds, as necessary, for printing and distribution of publicity material

## 10. Legal Matters

- 1) To receive an update on the proposed sale of land by the Medical Centre and decide any action as necessary
- 2) To receive an update on the Community Asset Transfer application for the Sugar Hill site, consider the terms of a revised licence agreement, and decide any action as necessary

## 11. Financial Matters

### A. Invoices for payment

#### *(Copy of payments schedule to follow for Members)*

To approve the presented list of accounts paid and the month's invoices due for payment, as follows:

Details	£	Details	£
BMDC salaries - June		Airedale Fire Protection Services	292.92
Clerk's overtime – June hours (59)		Craven Stationery	156.49
Lengthsman June/July		Addingham Newsagents	38.47
Clerk's expenses	65.84	Westbrook Creative (deposit for website upgrade)	1026.00
Chairman's exps	21.38	Hub Project (from grant-funded capital account):	
Reimburse Cllr Smith – exps for Reserve	57.00	Microworld	835.20
Pavilion waste bin – pa charge to 31/3/20	371.28	Hadfield Photocraft	170.60
Mobile Mini (final payment)	26.41	JC Cowgill Ltd	552.00
H&J Adams	50.18	Craven Stationery (storage boxes for Hub)	102.89

### B. Bank Reconciliation to end June 2019

#### *(Copy of Bank Reconciliation to follow for Members)*

To receive the Bank Reconciliation to July 2019

### C. Monitoring Statement to end June 2019

#### *(Copy of Statement to follow for Members)*

To receive the first quarter's monitoring statement to 30 June 2019

### D. Proposals for expenditure

To receive proposals for expenditure as follows:

- Donation of £500 requested by Garden Friends
- Donation of £95 requested by Allotments & Gardens Association

## 12. Consultations and Correspondence

*(Any correspondence received after publication of the agenda but at least 3 clear days before the meeting will be sent out to follow, and may be considered at the meeting)*

To note, for information, any correspondence received since the date of the last meeting, receive the report of the Chairman and Clerk on any matters for discussion, and consider the following matter for decision as necessary:

- Relocation of plaque for defibrillator in pavilion

## 13. Chairman's Remarks and Members' Discussion Forum

To receive the Chairman's and members' reports for information, to decide any action as necessary on the following matter, and to notify the Clerk of matters for inclusion on the agenda for the next meeting

- Emergency Plan

*Note: If considered necessary, any items requiring an urgent decision that cannot wait for the next meeting of the Council may be considered at an extraordinary meeting to be convened for the purpose*

## 14. Next Meetings

To confirm the date, time and venue of the next Ordinary Council Meeting – 18 September at 7pm – venue to be agreed

Date of next Finance Committee meeting – to be arranged

## 15. Exclusion of Press and Public

Pursuant to Public Bodies (Admission to Meetings) Act 1960, to consider the exclusion of the press and public from the meeting for the duration of item 16 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential personal nature of the business to be transacted

ENSURING THAT NO REPORTING TAKES PLACE DURING PRIVATE SESSION *If the proceedings of the Council are being recorded or filmed, the Chairman will ensure that any such reporting is stopped for the duration of the following item. Where appropriate, checks will be made to ensure that any recording or filming equipment is switched off and, where possible, removed from the meeting room.*

## 16. Clerk to the Council – Annual Performance Review

To consider the Clerk's Annual Performance Review, as carried out by the Chairman and Vice-Chairman on 12 July, and agree any action as necessary